

REGISTERING YOUR ORGANIZATION IN THE DISTRICT OF COLUMBIA

(Information provided by the District of Columbia Business Resource Center and the Washington D.C. Marketing Center)

☐ **Reserve the Organization's Name**

When you register your business, as described below, you will essentially be registering your business name. However, if you would like to reserve the name as you prepare your incorporation documents, you can apply for a 60-day registration that can be extended to 120 days. The Application for Reservation of a Corporate Name form can be obtained by calling 202-442-4430, or you can download the form from the Business Forms page on the DCRA web site, www.brc.dc.gov.

☐ **Apply for Federal Employer Identification Number**

Order Internal Revenue Service Application SS-4. Contact IRS Forms Distribution Center at 800-829-3676 or www.irs.gov. You should apply for the EIN even if the organization will not have any employees.

☐ **Apply for State Identification Number**

You can register by mail or in person. Registering in person will be much faster. You can obtain the correct form, Form FR-500, the Combined Business Tax Registration Application, by calling 202-727-4TAX.

By registering your business, you have essentially registered the business name. You will be informed if another organization has already registered the name.

☐ **File Articles of Incorporation**

You can file for incorporation by contacting the Corporations Division of the Department of Consumer and Regulatory Affairs (DCRA). Call their office for the necessary guidelines and forms. The guidelines and forms can also be found at [their web site](#). See suggested sites for sample Articles of Incorporation on page 3.

Department of Consumer and Regulatory Affairs
Business Regulation Administration
941 North Capitol Street, NE
Washington, DC 20002
202-442-9504

☐ **Prepare Organizational Bylaws**

See description and sample bylaws on page 3.

☐ **Apply for Federal Income Tax Exemption**

To obtain the necessary forms to apply for tax exemption, contact the Internal Revenue Service at 877-829-5500 or go to www.irs.gov. The required forms are:

1. Form 8718: User Fee for Exempt Organization Determination Letter Request and **either**
2. Form 1023: Application for Recognition of Exemption for 501(c)(3) Organizations **or**
3. Form 1024: Application for Recognition of Exemption for all other exempt statuses.

☐ **Apply for District of Columbia Tax Exemption**

You can apply for exemption from the District of Columbia income and franchise tax and sales and use tax by filing DC Tax Form 164. You can obtain this form from the DC Government Office of Tax & Revenue at 202-442-6582.

☐ **Register as a Charitable Organization**

To register as a charitable organization in the District of Columbia, you must file the following documents:

1. Charitable Solicitations Application BRA-4
2. Certificate of Registration BRA-BC-1
3. Letter of Good Standing from Corporations Division
4. Financial Report BRA-BC-3
5. Organization's charter and/or bylaws
6. IRS determination letter

These forms are available in PDF format at the Raffa Financial Services web site, www.raffa.com.

The annual license fee is \$80. You must register prior to conducting charitable solicitation within the District of Columbia, and must submit the above forms and filing fee annually to the Licensing Office.

For more information, contact:

Government of the District of Columbia

Department of Consumer and Regulatory Affairs
Business Regulation Administration
Business Services Division
614 H Street NW, Room 100
Washington, DC 20001
202-442-4400

☐ **Obtain a Business License (if required)**

All businesses must fill out the BRA-4 form (miscellaneous, housing or ID) as above. In order to apply for a business license, you must first receive the application and instructions for your type of business. These can be obtained from:

Department of Consumer and Regulatory Affairs
941 North Capitol Street, NE
Washington, DC 20002
202-442-4515
www.dkra.org

☐ **Apply for a DUNS Number**

This number is requested by some government agencies to do business. Contact Dunn & Bradstreet at 800-333-0505 to receive your DUNS number.

Further information about starting a nonprofit in Washington DC can be found at the Office of Partnerships and Grants Development web site, www.opgd.dc.gov.